

**Minimum Qualifications Checklist
Diplomatic Security
Security Protective Specialist Application**

Please complete the following by marking yes or no for each question and sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted along with your application forms. Any false statement or willful misrepresentation will result in disqualification; if discovered after hiring you may be subject to inquiry as well as administrative or disciplinary action up to and including dismissal.

	YES	NO
1. I am a citizen of the United States.	_____	_____
2. I understand that I must be at least 21 years old and not have reached my 37 th birthday by the time of Appointment. (Preference-eligible veterans are excluded from the age limitation.)		_____
3. If I am 37 or older and have served in the US military, I can provide documentation that I am a preference-eligible veteran as defined by current law.	_____	_____
4. I am in compliance with the Selective Service Act and I have registered as required if necessary (male applicants only).		_____
5. I am willing to carry and, if necessary, use firearms in the performance of Security Protective Specialist duties.		_____
6. I am willing to travel frequently and to live and serve anywhere overseas or in the United States.		_____
7. I have a valid U.S. driver's license.	_____	_____
8. If I am offered a position, I understand that I must successfully undergo a background investigation and be granted access to Top Secret/Special Compartmented Information (TS/SCI)		
9. I understand I must successfully complete a medical examination and a determination of my suitability for Foreign Service employment.		_____
10. In accordance with the Lautenberg Amendment to the Gun Control Act that states a person convicted of a misdemeanor crime of domestic violence may no longer possess a firearm, I can certify I have not been convicted of any such violation and I am not otherwise prohibited from possessing firearms.		_____
11. I understand that I must successfully undergo a rigorous training program, which includes firearms qualification, physical fitness standards and tests, specialized driving tests, as well as academic subjects and that failure to pass any aspect of the training program is grounds for separation.		_____

Applicant's name (printed): _____

Signature: _____ **Date:** _____

TEST SITE INFORMATION

The assessment process takes approximately four hours. Foreign Service Board of Examiner Teams including members of the Bureau of Diplomatic Security will conduct the examination at DS Headquarters located at 1801 N. Lynn Street, Arlington, VA, 22209. Expenses, including travel for testing, are the candidate's responsibility.

The approximately four-hour assessment consists of written examinations and oral assessments. Various phases of this assessment process are scored using many of the following dimensions: written and oral communication skills, motivation, composure, interpersonal skills, judgment, resourcefulness, initiative and leadership, adaptability/flexibility, perspective and breadth of knowledge, cultural awareness and experience, stability and adjustment, analytical and synthesizing ability, planning and organizing. Questions posed to applicants may address current events, motivation, interpersonal skills, objectivity and integrity as well as some technical hypothetical questions concerning the SPS position.

Reminder: expenses, including travel for testing, are the candidate's responsibility.